# Meeting Minutes: Executive Committee

Date: 09/25/2017

Minutes prepared by: Shannon Hartwig

Location: 121 East 7th Place, St. Paul, MN 55101

## Attendance

* Jim Thalhuber – In Person
* Dean Ascheman – In Person
* Amber Madoll – Via Phone
* Kathy Peterson – Via Phone
* Nate Aalgaard – Via Phone (joined at 2:45)
* Joan Willshire, MCD Executive Director
* Shannon Hartwig, MCD Staff

## Approval of Agenda and Minutes

**Action:** Dean Ascheman motioned for approval of the agenda; it was seconded by Kathy Peterson. It was approved by unanimous voice vote. Dean Ascheman motioned for approval of the minutes of the August 17, 2017 meeting. Kathy Peterson seconded the motion. It was approved by unanimous voice vote.

## Staffing update

Joan Willshire discussed the current staffing updates with the group. The legislative position is open. With the pending scheduling conflicts, it my serve in the best interest of the agency to explore the option of hiring a consultant. All of the current position descriptions will be rewritten over the next fiscal year. The re-writes are mandated by the governor’s office and is part of a state wide campaign.

## Discussion, Mission Statement and Vision

The group discussed the final draft of the Mission Statement and Values, they made the recommendation to present it to the full council at the next meeting for approval. Shannon will include the final draft to the October 5th Full Council meeting materials mailing.

## Public Policy Update

Discussion Joan Willshire provided a recap of the proposed bonding bill for ADA transition plans. Other items discussed were the need for a legislative consultant to research and follow the progress while legislative position is vacant.

## Council Business Discussions

Open Seat and Recruiting Discussion, Open seats as of January 2018. Open seats include Region 2 – Vacant, Region 9 -Nancy Fitzsimmons, Region 11 – Andrea Bejarano-Robinson, and Region 7- Kathy Wingen. Recruiting efforts are underway, the posting will be placed on the Secretary of State website in late October or Early November, posts on the MCD website and information will be sent out on the MCD listserv. Council members are asked to recruit within their region areas, contacts and networks.

## By-Laws Discussion

The group reviewed the By-Laws changes that were passed in June of 2017. The group reviewed the impact of the long standing Council members who have served more than three full terms. It was determined that the members will transition out at a slower rate than first expected. No action taken, one member will transition out during 2018, three in 2019 and one in 2020. The group will continue to monitor the topic and review as necessary, under council member business.

## Full Council Meeting Planning

The group reviewed the Draft agenda for the October 5th full council meeting, and Shannon will make the necessary revisions, and submit the final version to the group at the next meeting. Shannon will schedule the budget meeting for Council Chari, Jim Thalhuber and Tracy Sigstad prior to the full council meeting on October 5th. Vice Chair, Dean Ascheman requested to add By-Law review to the agenda for the October 5th, full council meeting, Shannon will add the item.

Meeting adjourned at 4:10 pm

Respectfully submitted by:

Shannon Hartwig

## Next Executive Committee Meeting

Date: November 16, 2017

Time: 2:30 – 4:30

Location: MCD 121 East 7th Place, St. Paul, MN 55101